



State of Arizona  
Department of Education

CN# 03-12

**MEMORANDUM**

**TO:** National School Lunch Program (NSLP) Sponsors

**FROM:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

Cara Peczkowski, Director  
Arizona Department of Education, School Nutrition Programs

**DATE:** July 12, 2011

**RE:** Clarification of Free Meal Benefits for Children in FDPIR Households

*Original Signed*

The purpose of this memorandum is to provide clarification on the certification of free meal eligibility for children in households that receive the Food Distribution Program on Indian Reservations (FDPIR) benefits.

School Food Authorities (SFAs) shall certify children for free meals in one of two ways:

1. Direct Certification
2. FDPIR Case Number on a School Meals Household Application

**Direct Certification**

In Arizona, the Food Distribution Program on Indian Reservations is administered by Indian Tribal Organizations (ITOs). Upon approval of a household's eligibility to participate in FDPIR, the appropriate ITO provides the household with a letter stating they have been approved. Participating households may submit a copy of this letter to the SFA, thus, ***directly certifying*** those children for free meal benefits. All other direct certification regulations should be followed including, but not limited to; exemption from verification, copy of letter filed with other direct certification match results, and the household application saved with the direct certification match result attached, if applicable.

**FDPIR Case Number on a School Meals Household Application**

If the family does not provide the SFA with a copy of an approval letter from the ITO, they must complete a School Meals Household Application; including students' names, a FDPIR case number, and an adult member's signature. The SFA shall certify the household for free meal benefits if the School Meals Household Application contains all of the required information. FDPIR case numbers vary by the ITO. These FDPIR case numbers, if provided in the correct format, should not be verified during the initial certification process. Below is a summary of the case number format that is utilized by each of the ITOs in Arizona.

<b>Indian Tribal Organization (ITO)</b>	<b>Case Number Format</b>
White Mountain Apache Tribe, Navajo Nation, Tohono O'odham Nation, Quechan Indian Tribe, San Carlos Apache Tribe	Head of the Household's Social Security Number (SSN) – (ex.123456789)
Colorado River Indian Tribes	5 digits (preceding zero plus a number 1-2000) – (ex.01958)
Gila River Indian Community	A letter plus a number 1-7 plus the last four of the head of household's SSN – (ex. D61234)

SFAs who have questions regarding the format of the FDPIR case number in their region may contact the appropriate ITO. ITO contact information is located at:

<http://www.fns.usda.gov/fdd/contacts/fdpi-contacts.htm>.

Further clarification will be detailed in the updated Direct Certification Manual that will be published at the beginning of SY 2011-2012 available on ADE's website at:

<http://www.ade.az.gov/health-safety/cnp/nsfp/GuidanceManual/>.

For questions regarding this memo, please contact your School Nutrition Programs Specialist at (602) 542-8700.

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